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microsoft excel 2010 user guide microsoft excel 2010 user guide Note. Your computer might show different names or locations for some of the Visual Studio user interface elements in the following instructions.Microsoft Excel is the industry leading spreadsheet program, a powerful data visualization and analysis tool.

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Select Microsoft Excel 2010 from the sub-menu. You will notice that the program window includes many of the standard elements common to most Office 2010 applications as well as a few items that are unique to Excel. if you take a few minutes to familiarize yourself with the various screen elements.

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F1 Displays the Microsoft Office Excel Help task pane. CTRL+F1 displays or hides the Ribbon, a component of the Microsoft Office Fluent user interface. ALT+F1 creates a chart of the data in the current range. ALT+SHIFT+F1 inserts a new worksheet. F2 Edits the active cell and positions the insertion point at the end of the cell contents.

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Microsoft Word 2010 - User Guide - Lesson Two - Copy and Paste, Fonts and Paragraphs - Duration: 12:09. ... The Beginner's Guide to Excel - Excel Basics Tutorial - Duration: 21:47.

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USER GUIDE SOFTWARE/HARDWARE MODULE: Microsoft Excel XP Objective 1 Understand the basic components of an Excel spreadsheet Task 1.1 Define the purpose and uses of a spreadsheet Task 1.2 Define a column, row, and cell Task 1.3 Navigate within a spreadsheet using directional keys and the name box Task 1.4 Work with multiple worksheets

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